

JOB DESCRIPTION

School: Brookfields School	Locations: Tilehurst, Reading, Berkshire
Job Title: Finance Officer	Job number / Grade Scale 4

JOB PURPOSE

To provide financial support to the school to facilitate the efficient and effective use of the school's budget and school resources and to maximise income.

Has contact with school staff, governors, suppliers, auditors, LA, and DfE

The school office is often the focus of back-office and support activities and systems for the school. Finance plays a key part in this functionality. The Finance Officer will play an integral part of the efficient and secure administration of the school's finances on a day-to-day basis, reporting to and in liaison with the School's Finance Manager.

Ensuring that all aspects of the development of school finances are maintained.

Co-ordinating and completing administrative routines relating to orders, invoices, cheques, income, and the receipt and distribution of goods and services.

To deal with any enquires centred around the accounts payable and accounts receivable, deal with them appropriately.

POSITION WITHIN THE SCHOOL'S STAFFING STRUCTURE

Reports to the Finance Manager

MAIN DUTIES AND RESPONSIBILITIES

- Manage the Accounts Payable process including;
Liaising with Trust Finance Officer to set up new suppliers,
Supporting staff with the ordering process,
Placing orders with suppliers and chasing deliveries as needed,
Receiving and processing invoices,
Prepare online payments for authorisation and assist with payment processing.

Process staff expense claims and assist with the preparation of routine monthly financial information and reports.

Dealing with payment queries and reconciliation of supplier accounts.

Process and maintain direct debit records in accordance with Trust procedures.

- Assist with routine review of bank statements and associated financial records.
- Liaise with budget holders to place and process orders and invoices in line with established financial procedures and advise staff on how to achieve value for money in respect of the school's budget.
- To produce reports for budget holders as required and provide routine assistance to users of Access Finance.
- Maintain petty cash records and prepare monthly reconciliations in accordance with financial procedures.
- Process transactions relating to the school's amenities account, including recording receipts and assisting with reconciliations.
- Support Finance Manager with budget preparation and forecasting.
- To support the facilities team processing the school's goods inwards ensuring that goods are distributed/dispatched in good time.
- Ensure safe receipt, handling and banking of monies and cheques received.
- Process free school meals eligibility checks and respond to any queries
- Prepare and process local authority funding invoices and credit notes in accordance with agreed procedures.
- Raise letting invoices in liaison with the Premises Team and deal with customer queries
- Liaise with debtors regarding outstanding balances and follow established procedures for debt recovery, referring complex matters to the Finance Manager.
- Assist with customer account reconciliations and investigate routine queries.
- Provide administrative support for month-end and year-end financial processes.
- Monitor Finance mailbox and answer or forward queries as appropriate
- Create and maintain process documents for specific responsibilities within the role.
- To establish and maintain good relationships with all students, parents/carers, colleagues, suppliers and contractors.
- To ensure that the school's and Trust's finance policies and procedures are followed.
- Relevant to specific responsibilities maintain the financial filing systems ensuring that filing is done daily and accurately and that records are kept up to date.
- Maintain accurate records and operate within agreed financial procedures.
- Ensure all transactions in Access Finance have correct supporting documents
- To liaise with suppliers, contractors, the Local Authority, other organisations and budget holders and attend to queries.
- To communicate using relevant correspondence methods and within specific time scales as appropriate.
- To monitor and maintain stocks of stationery/office supplies, placing orders when require
- To undertake general administrative duties as required including photocopying and scanning in line with the requirement for electronic storage of documents.
- Take part in training, which is relevant to the role, including school training days.
- Perform duties in line with Health & Safety rules and to take remedial action where hazards are identified. Where hazards are serious report to line manager immediately.
- To undertake any duties reasonably directed by the School's Finance Manager.

**This is not an exclusive or exhaustive range of responsibilities, rather an indicative list.
You may be required to carry out further duties as reasonably required and
commensurate with the position.**

PERSON SPECIFICATION

E = Essential Criterion (required at point of recruitment)

D = Desirable Criterion (can be developed over time)

Key Criteria	Essential	Desirable
Qualifications and training	Financial qualification eg NVQ level 3 or equivalent by experience	Experience in Access Finance and Arbor
Knowledge and Understanding	- Good understanding of accounting processes and procedures - Ability to work as part of a team or on own initiative. - Good understanding of the scheme of financial delegations - Good IT skills including Word and Excel - Ability to develop and maintain good relationships with colleagues and external organisations. - Able to deliver an exceptional service and communicate well using clear and defined processes whilst remaining flexible and using discretion. - Sound written and verbal communication skills. - Flexible approach to activities and hours of work - Proactive self-starter who has an organised approach	- Experience of working in a school - Good understanding of Arbor/Access Finance - Emotional resilience in difficult work situations